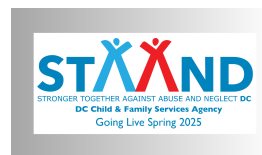


How to Update a Child's Legal Status (IH and OOH Cases) in STAAND



STAAND is new for all of us. This tip sheet (and others like it), are aimed at helping you get used to the new system and accomplish your work tasks.

Updating Legal Status on an Out-of-Home (OOH) Case



Requirements:

- If a child is separated on an emergency basis (i.e., before we go to court), the legal status in STAAND will automatically appear as "Pre-Court Custody." As soon as the court has ordered a legal status of Shelter Care, please update this status in STAAND, so that the child's record (and your court reports etc.) are accurate.
- If a child is separated on a non-emergency basis (e.g., following community papering), the legal status in STAAND will be blank. As soon as the court has ordered a legal status of Shelter Care, please update this status in STAAND.
- Similarly, when the court orders Commitment, the legal status must be updated in STAAND.
- This data entry is required for the child to have IVE (and Medicaid) eligibility.

1

On the child's case person record, at the General Tab, scroll to the **"Legal Status"** subgrid.

Legal Statuses

+ New Legal Status Refresh

Legal Status Start Date End Date

We didn't find anything to show here

Rows: 0

2

Select **+ New Legal Status** (or look for + New Legal Status to right of the Refresh button, from the three horizontal dots) to add /update the legal status.

Legal Statuses

+ New Legal Status Refresh

Legal Status Start Date End Date

Pre-Court Custody 7/7/2025

3

Enter the new **Legal Status** and the **Date** it was ordered by the Court.

New Legal Status - Unsaved

General Admin

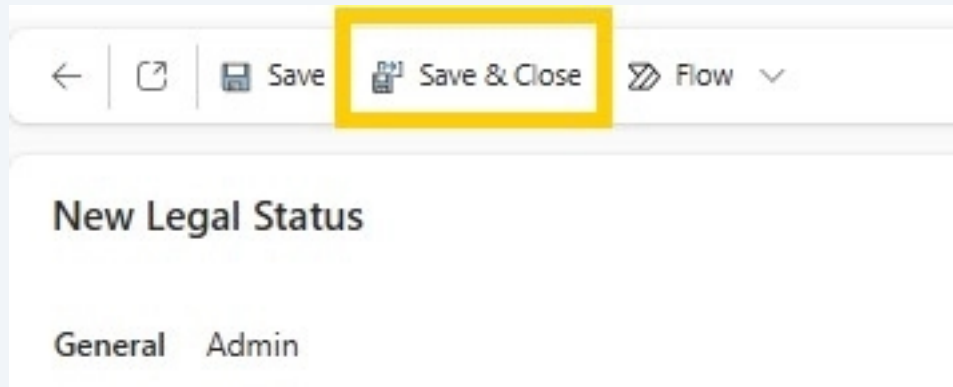
Legal Status * Commitment

Start Date * 7/8/2025

End Date

4 Click **Save and Close button**.

(NOTE: entering the new legal status will automatically end-date the previous one).



The screenshot shows a software interface for updating legal status. At the top, there is a toolbar with icons for back, forward, save, and flow. The 'Save & Close' button, which includes a document icon, is highlighted with a yellow rectangular box. Below the toolbar, the main heading is 'New Legal Status'. Underneath this heading, there are two tabs: 'General' and 'Admin', with 'General' being the active tab.

Updating Legal Status on an In-Home (IH) Case



Requirements:

- If, at any point, an **In-Home Case** becomes *court-involved*, please update each child's legal status in STAAND, so that the record is accurate and managers can see which IH cases are court-involved.

5

Replicate **Steps 1-4** above to change the legal status on an In-Home case.



Tip!

- Once CFSA has full court integration, our goal is that legal status changes will be automated for you.